

CLASSIFICATION: LOCKSMITH

Class Code: 5840-14

Date Established: 07-01-50

Occupational Code: 5-2-5

Date of Last Revision:

Exempt Status: Non-Exempt

BASIC PURPOSE: Performs skilled work at the journeyman level in repairing and installing locking devices and in sharpening and repairing tools and other equipment; does related work as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Makes keys for varied types of locks.
- Installs and repairs locks on doors, cabinets, drawers and other equipment.
- Stamps and marks metal tags and other metal articles.
- Installs and repairs door checks and window latches.
- Sets and files band saws and hand saws; sharpens jointers and planer knives; repairs other miscellaneous equipment such as clocks, paper cutters and scales.
- Forges and turns miscellaneous metal parts for use in repairs.

DISTINGUISHING FACTORS:

Skill: Requires skill in recommending routine changes in standardized operating procedures OR in retrieving, compiling, and reporting data according to established procedures OR in operating complex machines.

Knowledge: Requires knowledge of business practices and procedures or technical training in a craft or trade, including working from detailed instructions, to apply knowledge in a variety of practical situations.

Impact: Requires responsibility for contributing to agency objectives by ensuring the accuracy of support activities within one or more organizational units. Errors at this level affect the work of others or have measurable monetary consequences, and require immediate verification and correction in order to complete succeeding work operations.

Supervision: Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

Working Conditions: Requires performing regular job assignments in an adverse working environment containing a combination of disagreeable elements which impact significantly upon the employee's capacity for completing work assignments. This level includes work related accidents or assault.

LOCKSMITH

Page 3

Physical Demands: Requires medium work, including continuous strenuous activities such as frequent reaching, bending, or lifting as well as performing work activities which require fine manual dexterity or coordination in operating machines or equipment.

Communication: Requires obtaining and exchanging information, referring inquiries to the appropriate source, or responding to questions from state employees or members of the general public.

Complexity: Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

Independent Action: Requires a range of choice in applying a number of technical or administrative policies under general direction and making routine decisions or in recommending modifications in work procedures for approval by supervisor.

MINIMUM QUALIFICATIONS:

Education: Completion of a standard four-year high school course or its equivalent and a standard apprenticeship in the trade.

Experience: Two years' experience as a journeyman locksmith.

License/Certification: None required.

RECOMMENDED WORK TRAITS: Knowledge of the various types of locks and keys and of the standard practices, materials and tools of the trade. Skill in the use of the tools and in the operation of the equipment of the trade. Ability to do carpentry work and general mechanical work. Ability to understand and effectively carry out oral and written orders. Ability to make time and materials estimates and to keep records. Ability to establish and maintain harmonious working relationships with associates.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.